



12 April 2004

MEMORANDUM FOR STUDENTS, EQUAL OPPORTUNITY ADVISOR COURSE  
(EOA), CLASS 04-2

SUBJECT: Welcome Information

Welcome to the Defense Equal Opportunity Management Institute (DEOMI) and congratulations on your selection to attend the Equal Opportunity Advisor Course 04-2. You were selected based on your demonstrated leadership qualities and your potential to perform successfully as an equal opportunity advisor. This training will prepare you to assist your commander in maintaining combat readiness and unit effectiveness.

The student handbook provides essential information relative to your assignment here, and we encourage you to read it thoroughly. The student handbook is located on the DEOMI Home Page at (<https://www.partrick.af.mil/DEOMI/DEOMI.htm>) **Special attention should be directed to paragraph IV-2, Advance/Accrual Per Diem. Students are instructed to coordinate with their losing commands to ensure that their Government Travel Card remains activated while attending the course. Additionally, students should ensure mailing costs are covered under their travel orders. DEOMI will provide reference materials and students are encouraged to keep them for use at their home station. DEOMI will not cover the cost for mailing reference materials.** Although DEOMI provides computers, Internet cards, and typewriters, availability is limited, so we recommend you bring a laptop computer. The curriculum includes very demanding college-level writing and briefing assignments, which together will be worth almost 50 percent of your academic grade. If your skills do not currently meet this requirement, we strongly recommend that you consult your base education office or library for materials to improve these skills prior to beginning our course.

All military members are expected to meet Service height and weight standards upon arrival to DEOMI. All Army students will be weighed-in at 0500 the first morning at the Fitness Center. Army and Marine students will be administered a Physical Fitness Test (PFT) on day three of the course. Navy students are required to pass a PRT that will be administered during the final three weeks of the course.

The Test of Adult Basic Education (TABE) is designed to assess student mastery of basic English, reading, and comprehension skills. The purpose of the TABE at DEOMI is primarily to provide the writing program and small group instructors an idea of students' skills so that instruction can be tailored accordingly. Students will be administered this test at DEOMI.

All students are required to take the Myers Briggs Type Indicator (MBTI), online prior to arrival. See enclosure (MBTI Online Instructions).

DEOMI has a reading program during the course. It is mandatory that all students read: "*Strangers to These Shores*", 7<sup>th</sup> edition, by Vincent N. Parrillo, (pgs 32-73; 74-107; 135-181; 182-231; 234-287; 288-337; 338-371; 372-421; 422-471; 473-519). Due to the rigorous reading requirements of this course, advance reading of "*Strangers to These Shores*" is highly encouraged. Check with your local library for availability. DEOMI has a limited supply of *Strangers to These Shores*, available to students during their stay. For your professional development, we recommend you read any or all of the books listed below.

*Step Forward: Sexual Harassment in the Work Place* by Susan Webb

*Beyond Race and Gender* by Roosevelt Thomas, Jr.

*Rage of a Privileged Class* by Ellis Cose

*The Color of Our Future* by Farai Chideya

*Killers of the Dream* by Lillian Smith

*Makes Me Wanna Holler* by Nathan McCall

*Ground Zero* by Linda Bird Franke

*Who Moved My Cheese?* By Spencer Johnson, M.D.

You are expected to report no later than Sunday, 9 May 04 for billeting assignment. Upon arrival, report to the Space Coast Inn, Building 720, located at Atlas and Falcon Avenues. Check-in time is no earlier than 1500. If you plan to arrive after midnight, phone lodging (321) 494-2075 (DSN 854-2075) to hold your reservation. If you plan to arrive earlier than 9 May 04, phone Student Management (321) 494-4923/5381.

In processing will be held in the Defense Equal Opportunity Management Institute 366 Tuskegee Airmen Drive, BLDG 352, Patrick Air Force Base, FL 32925, on 10 May 04, at 0730 in the center Auditorium. Army, Navy, Air Force, and Coast Guard students report in any authorized uniform per the student handbook. Marine students report in Service "Charlie" uniform with garrison covers.

Once again, welcome. The staff and faculty look forward to working with you. For additional information, visit the DEOMI website at <https://www.patrick.af.mil/deomi/deomi.htm>.

Sincerely,

DAROLD S. BOSWELL, Major, USAF  
Chief, Education and Training Division

Enclosure:  
Myers Briggs Online Instruction